

EHCP Annual Reviews

Information pack

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What is an Annual Review?

An Annual Review is a meeting **to check how things are going with your child's Education, Health and Care Plan (EHCP).**

It must happen **at least once a year.**

The plan **can also be reviewed more often** if something big changes.

Who is the review for?

- Children and young people with an EHCP,
- Parents and carers,
- Teachers, health professionals, and others who support your child

Getting ready for the review

Before the meeting:

- think about what is going well,
- think about what your child still needs help with,
- share your child's views and your own views, and
- fill in any forms or paperwork you are given.

Tip: Schools might ask for your child's voice in drawings, videos, or writing.

What happens at the review meeting?

The meeting will:

- Talk about your child's **progress**,
- Look at the **support** they are getting,
- Check if the EHCP still meets their needs, and
- Talk about **the future** – school, college, work, or training.

After the review

The school or setting sends a report to the Local Authority. The Local Authority will decide whether to:

- keep the EHCP the same,

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- change the EHCP, and
- stop the EHCP (only if it's no longer needed).

They must tell you their decision within 4 weeks of the meeting.

Annual Review checklist

Use this to make sure all steps of the annual review are followed.

Before the meeting:

- Has it been 12 months since the last review?
- Has the Local Authority (LA) contacted you about the review?
- Has the school or college been involved?
- Have you shared your views about your child's needs and support?
- Have professionals (e.g. teachers, therapists) been asked for their reports?
- Has the LA sent all reports and information to you at least 2 weeks before the meeting?

During the meeting:

- Did the meeting include:
 - You (or the young person)?
 - The school or college?
 - Any professionals involved?
- Was the EHC plan discussed in full?
 - **Your child's needs?**
 - **The support** they get?
 - The **goals** or outcomes?
- Were everyone's views heard and recorded?

After the meeting:

- Has a report of the meeting been written?
- Has the report been sent to:
 - everyone who attended?
 - everyone who provided information?
- Has the LA reviewed the EHC plan based on the meeting?
- Has the LA made a decision to:

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- keep the plan the same?
- make changes?
- stop the plan?
- Has the LA told you their decision within 4 weeks of the meeting?

Notes:

If the LA has not followed all of these steps, the annual review is not complete.

Keep a record of dates and emails in case you need to follow up.

Further information and support:

[Find your local IAS service](#)

[Annual review of EHC plans](#)